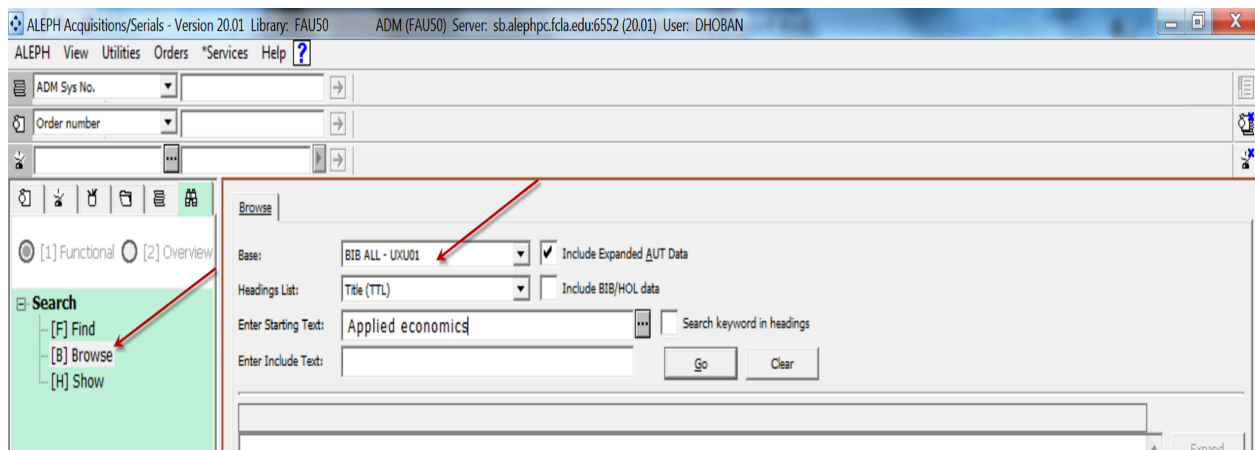
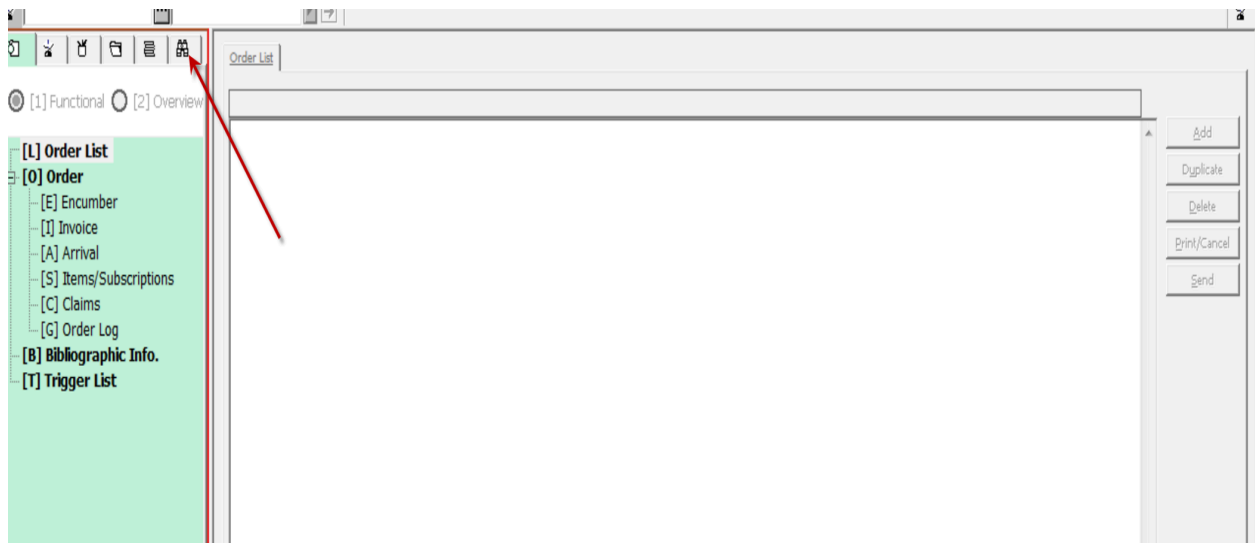


APPROVED 9/5/12 JED

Procedure: SB: Searching serials title in UXU01 Base

In the Acquisitions Module:

1. Click on “Search” tab in navigation pane on left and then click on “Browse” making sure that “Bib All-UXU01” is chosen as Base. Then search for the title that is required. Check to be sure there are no duplicate records for this title from other institutions. If there are, report this to Darleen. See procedure for submitting duplicate records, or ask Darleen.



2. Look for serials title noting format and whether FA is listed as owner. If not, make note of bib numbers owned by others. (Report to Serials Cataloger when placing new order.)

3. If FAU owns the record, click on that record in index and then click on "Orders" on right.

The screenshot shows a library catalog interface. At the top, there are tabs for '1. Brief List', '2. My Records', and '3. Brief Records'. Below these is a search bar with the text 'Title= "Applied economics"'. A dropdown menu indicates the sorting order: '[Sorted by Year (Descending) then Author (Ascending).] <<<Shared Bib. Complete>>>'. The main table lists search results with columns: Doc no., Location, Author, Title, and Year.

Doc no.	Location	Author	Title	Year
6/10	UCF ONLINE HB1 (online) -- FAU Electronic Resource HB1 -- USF ONLINE RESOURCE HB1 (ONLINE)	Applied economics (Online)	Applied economics [electronic resource].	1969
7/10	UF Request Retrieval - STORAGE 016 2200561 KAA		Key to Turkish science. Applied economics.	1969

Below the table is a 'Jump to:' field. To the right of the table are buttons: 'Sort', 'Save As', 'Print/Send', and 'My Records'. Below the table, there are tabs for '1. Full+Link', '2. MARC Tags', '3. Public view (Web full record)', and '4. Citation'. The 'Full+Link' tab is selected, showing a detailed record view with fields like Owner, Format, Leader, Control number, etc. A red arrow points to the 'Owner: FA' field. On the right side of the record view, there is a vertical list of buttons: 'Locate', 'Show Like', 'Headings', 'External', 'Link', 'Item List', 'Orders', and 'Serials'. A red arrow points to the 'Orders' button.

4. This action will push you to the FAU order. This screen displays both the Shared Bib number and the FAU ADM number which matches the order number for the material. You may then work on the order to update, add invoice, etc.

The screenshot shows the ALEPH Acquisitions/Serials - Version 20.01 interface. The title bar indicates the library is FAU50 and the server is sb.alephpc.fcla.edu:6552 (20.01). The user is DHOBAN. The interface has a menu bar with 'ALEPH', 'View', 'Utilities', 'Orders', and '*Services'. Below the menu bar is a toolbar with buttons for 'ADM Sys No.', 'Order number', and 'BIB= 20928160;ADM= 739313 - Applied economics [electronic resource]. (Applied economics (Online)). Year: 1969'. A red arrow points to the 'BIB= 20928160;ADM= 739313' text. Below the toolbar is a list of order details. The 'Order List' tab is selected, showing a table with columns: Order no., Vendor, Sub-lib, Status, Inv St, Arr St, Type, Budget, and Local price.

Order no.	Vendor	Sub-lib	Status	Inv St	Arr St	Type	Budget	Local price
000739313-00101	EBSCO	FAUER	SV	Ptl	None	S	510200	0.01

On the right side of the table are buttons: 'Add', 'Duplicate', 'Delete', 'Print/Cancel', and 'Send'. On the left side, there is a sidebar with a tree view showing the order details: '[1] Functional', '[2] Overview', '[3] Order List (1)', '[4] Order (000739313-00101)', '[5] Encumber', '[6] Invoice', '[7] Arrival', '[8] Items/Subscriptions (1 su)', '[9] Claims (0)', '[10] Order Log (07/09/2012)', '[11] Bibliographic Info.', and '[12] Trigger List'. A red arrow points to the 'Order List (1)' item.